

Terms and Conditions of Access

As part of my job duties, I require access to the Odyssey Portal (Portal) for the Lewis County Superior Court. The Portal contains both public and confidential information from court cases that I may have access to. As a condition to being granted access, I affirm that I am responsible for maintaining confidentiality and agree to the following:

1. I understand that the court case files and documents in Portal contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential information to the extent required in, and for the purpose of, performing my assigned duties as an employee of my agency.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons, or to the public, any confidential information obtained through the Portal.
 - a. I may divulge confidential information to judicial officers, authorized court employees, and authorized employees of my agency as necessary to perform my job duties.
 - b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
 - c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
 - d. After I leave the employment of my agency, I may not divulge confidential information obtained during the course of my employment.
4. I agree to consult the Court Clerk on any questions I may have concerning whether particular information may be disclosed.
5. I understand that a breach of confidentiality may be grounds for termination of my Portal access or legal action.
6. I agree to notify Kathy Brack, County Clerk of the above-named court should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.
7. I agree that documents I access through Odyssey Portal may not be resold to others and will be used only to perform my duties as an employee of my office or agency.

Signature

Date

Print Name

Position/Title

Agency

Authorization of Access to Odyssey Portal

is authorized to access Lewis County Superior Court Odyssey Portal.

By _____

Deputy
Kathy Brack, Lewis County Clerk

Date